



Los Angeles County
Department of Regional Planning

Planning for the Challenges Ahead



SUBDIVISIONS

ONE-STOP COUNSELING APPLICATION

Application Checklist

Application No.: _____

Meeting Date : _____

1. All submittals require an appointment and are only accepted via digital submittal. Contact subdivisions@planning.lacounty.gov for appointment times.
2. All materials must be uploaded as a "Regional Planning Base Application" through the EPIC-LA online submittal system <https://epicla.lacounty.gov>.
3. Completed and signed application. **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**
4. Fee payment. Current fees can be found here: <http://planning.lacounty.gov/fees>
5. A conceptual tentative map. The map should be to scale and must depict, at minimum, all existing structures and the new lots and/or condominium units to be created.
6. Projects located in a Significant Ecological Area (SEA), one (1) biological constraints map (BCM), drawn to scale, that depicts the requirements listed in Chapter 6 of the SEA Implementation Guide with project proposal overlain. Provide one digital copy in PDF format and another in GIS useable format – .shp, .gdb, .kml/.kmz, .dwg.
7. A minimum of four (4) color photographs of the project site.

1. Applicant Information *(Información Del Solicitante)*

Name: _____

Address: _____

City: _____

State & Zip Code: _____

Email: _____

Phone: _____

2. Project Information *(Información Del Proyecto)*

Site APN(s) (list ALL): _____

Site Address/Location: _____

Are there any oak trees on or adjacent to the site? _____

Size of Project Site: _____

Total number of new Lots: _____ Buildings: _____ and Dwelling Units: _____

☐ Residential ☐ Commercial ☐ Industrial ☐ Mixed-Use ☐ Condo Conversion ☐ Affordable/Senior Housing

☐ Other (describe): _____

Project description _____

Are there any existing buildings or improvements on the site? If yes, will they be demolished or remain? _____

3. Disclaimer *(Limitación de Responsabilidad)*

1. The one-stop counseling meeting is for advisory purposes only and does not entitle you to subdivision approval.
2. Failure to attend the meeting within 15 minutes of the scheduled time will be considered a no show. **NO REFUNDS** will be provided.
3. A request to cancel or reschedule the appointment must be made by email or by telephone **AT LEAST ONE FULL WEEK** prior to the one-stop counseling meeting. We can be reached at (213) 974-6433 or by email subdivisions@planning.lacounty.gov Our office hours are Monday-Thursday 7:30am to 5:30pm.

I hereby agree to unconditionally accept the above terms and conditions by signing this disclaimer.

Signature of applicant: _____

Date: _____

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